

**REDWOODS COMMUNITY COLLEGE DISTRICT**

*Committed to maximizing the success of each student  
Committed to enriching the economic vitality of the community  
—CR Mission Statement*

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

Eureka Campus Board Room (AD 201)  
7351 Tompkins Hill Road, Eureka, CA 95501

**A G E N D A**

**Tuesday, October 7, 2008**

- 2:00 p.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)
- \*2:02 p.m. — CLOSED SESSION
- 3:00 p.m. — RECONVENE OPEN SESSION (Give General and Specific Public Comments)

**Board of Trustees**

*George Truett, President  
Bruce Emad, Vice President  
Dr. Colleen Mullery, Clerk  
Rick Bennett, Sally Biggin, Tracy Coppini  
Richard Dorn, Tom Ross, Will Smith  
Roxanne Estela, Student Representative  
Dr. Jeff Marsee, President/Superintendent, Secretary to the Board*

***The Board of Trustees welcomes you to its meetings*** Most regular meetings are scheduled on the first Tuesday of each month. For the most current information, please check this year’s meeting calendar, agendas, and supporting documents at [www.redwoods.edu/district/board/](http://www.redwoods.edu/district/board/). You can call (707) 476-4170 to arrange for agendas or agenda packets to be mailed to you.

After starting a regular meeting, the board often holds a closed session and returns to open session at a stated time.

**CLOSED SESSION** The Board of Trustees may meet in closed session to consider legal, personnel, labor, and/or contract matters in accordance with Government Code Sections 3549.1, 54956.9, 54957, and/or 54957.6. Board actions in closed session are usually announced in open session.

**OPEN SESSION** Open session follows the general format you find in this agenda. Action items and informational items often start with a staff report, followed by trustee questions about the report, public comment (see below), board discussion, and if an action item, a board vote.

**Action Items on the Consent Calendar** These items include *routine* administrative and financial actions that are usually approved by a single majority vote of the board. Any trustee may remove an item for separate discussion and action. As a member of the public, you may comment on a consent calendar item and request that the board remove it for separate discussion and action.

\*After convening the meeting, all times are approximate.

**Action Items on the Regular Agenda** These items include *significant* administrative and financial actions and are usually approved by a majority vote. In this agenda, you can recognize an action item by its **ACTION** label. You will find details regarding action items and some information items in the board packet.

**Information Items** These items include presentations to the board, board committee reports, trustee and staff comments, and discussion that might lead to future board action.

**IT IS EASY TO MAKE A PUBLIC COMMENT** Any member of the audience wanting to address the board should complete a Speaker's Request Card, available at the door, and give it to the recording secretary before the meeting starts or before the Flag Salute, if possible. Comments are usually limited to no more than three minutes. If you intend to submit a document at the meeting, please bring a minimum of 15 copies for distribution, if possible.

**YOU CAN ALSO WRITE A COMMENT** You can write comments to the board about items on the board's agenda. These comments should reach the office of the President/Superintendent not later than three (3) calendar days before the meeting. A letter should be signed, dated, and contain the residence or business address of the author and any organizational affiliation. If you are emailing, please include the same information, but instead of your signature, include a phone number for contacting you if we need to verify you have sent the email. You can send emails to this address: [Sue-alton@redwoods.edu](mailto:Sue-alton@redwoods.edu).

#### **MORE GUIDELINES ABOUT MAKING YOUR COMMENTS**

**Closed Session** Before the start of closed session, your public comments are invited about any closed-session subject (See agenda item 2).

**Open Session** (after Closed Session, starting with the Flag Salute)

- **Your general public comments** (see agenda item 5.1) are invited for items not on the agenda but related to College of the Redwoods. The board will usually not discuss or take action on these comments at this meeting, except that a trustee or the staff may briefly ask a question for clarification, make a brief announcement, or make a brief report on his or her activities.
- **Your public comments on a specific agenda item** are invited after any staff report on the item and trustee questions regarding the staff report and before the start of board discussion of the item.

The Speaker's Request Card contains additional board guidelines for those who want to comment. Also see board policies BP 2345, BP 2350, and BP 2355 and Administrative Procedure AP 2345 at [www.redwoods.edu/district/board/new/chapter2/index.asp](http://www.redwoods.edu/district/board/new/chapter2/index.asp) or contact the President's Office at (707) 476-4170.

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2:00 p.m.     **OPEN SESSION** Call to Order, Eureka Campus Board Room (AD 201),  
7351 Tompkins Hill Road, Eureka, CA 95501

**1.     DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

The Board of Trustees of the Redwoods Community College District will meet in closed session to consider the items listed under agenda item number 3, “Closed Session.”

**2.     PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM**

**3.     CLOSED SESSION**

With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957:

**3.1    Public Employee Performance Evaluation/Goals**

**3.1.1   President/Superintendent**

3:00 p.m.     **RECONVENE TO OPEN SESSION**

*Flag Salute in Honor of Those Serving Our Country*

**4.     REPORT FROM CLOSED SESSION**

3:05 p.m.     **5.     COMMENTS**

**5.1    General Public Comments**

At this time, the board invites comments on any items that do not appear on the agenda and are related to College of the Redwoods. You can comment on a specific agenda item when the board considers that item.

**5.2    Brief Announcements of College-Related Activities/Board Member Comments**

Board members may briefly report on college-related events and meetings that they have attended. All comments are informational and not related to current or expected future agenda items.

### **5.3 Board Committee Reports**

The Audit Committee is the only standing committee of the board (*Trustees Emad/Chair, Biggin, Coppini, Ross*).

Any member of the current board ad hoc committees may make a brief report.

#### **5.3.1 New Trustee Orientation**

*Trustees Smith/Chair, Biggin, Dorn, Mullery*

#### **5.3.2 Board Self-Evaluation**

*Trustees Bennett/Chair, Biggin, Smith*

#### **5.3.3 Listing for Sale of Construction Technology Houses**

*Trustees Dorn/Chair, Coppini*

ACTION

#### **5.3.4 Sunset the Facilities Committee**

Approve the sunset of the ad hoc committee on facilities because it is no longer necessary. The President/ Superintendent will report items related to this topic to the full board for discussion, recommendations, and/or action.

3:20 p.m.

### **6. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

#### **6.1 Aquatic Center Report (CR Swimming Pools) *President Marsee*** *Page 11*

For discussion only: “Needs Assessment Study: College of the Redwoods Aquatic Center, Eureka, California,” by the Aquatic Design Group, Inc. The comparative cost of four options to renovate or replace the swimming pools at the Eureka campus. Costs range from \$409,000 to \$2.6 million. The risk associated with renovation work should be evaluated. *This is not an ACTION item.*

#### **6.2 Board Development**

ACTION

##### **6.2.1 Set Special Board Meeting – Collegial Consultation/Participatory Governance Board Workshop *Page 13***

Approve a special board meeting for October 17, 1:00 p.m., Lakeview Room, Eureka campus, for a presentation on participatory governance.

**6.2.2 Regular Review of Board Policies and Procedures  
(Standard IV.B.e)**

**6.2.2.1 First Review: Amend Board Policy BP 2210,  
“Officers” *Page 14***

First review of an amendment to BP 2210 that changes the term of board officers to begin on the date of appointment.

**6.2.2.2 Regular Review of Board Policies *Page 17***

- BP 1100, The Redwoods community College District
- BP 1200, District Mission
- BP 1201, Philosophy Statement
- BP 1202, Institutional Objectives

Board members will discuss and make comments regarding possible changes to these policies.

ACTION

**6.2.3 Approve Travel to the CCLC Annual Convention *Page 24***

Approve travel for specified trustees to attend the Community College League of California Annual Convention in Anaheim, CA, November 20-22, 2008. Estimated costs are \$1,300 per trustee.

ACTION

**6.2.4 Approve Travel to the 2008-09 Advisory Committee for Education Services Meetings *Page 25***

Approve travel for Trustee Smith to participate in the Advisory Committee for Education Services meetings during 2008-09. Estimated cost is \$500 per trip.

**6.2.5 Recognition of Special Service to the College by the Board**

*None for this meeting.*

3:55 p.m.

**7. CONSENT CALENDAR ACTION ITEMS**

Any board member may remove an item from the consent calendar and place it under discussion. Items removed will be taken up under the appropriate subject area. As part of any agenda item action, a trustee can request that that type of item be included on the next consent calendar.

**7.1 Minutes**

ACTION

**7.1.1 Approve Minutes of the College of the Redwoods Board of Trustees Special Meeting of September 7, 2008, and of the Regular Meeting of September 8, 2008 *Page 26***

- ACTION**                      **7.1.2**    **Acceptance of Gifts** *Page 33*  
Accept the donations of numerous books.
- ACTION**                      **7.1.3**    **Approve and/or Ratify Personnel Actions** *Page 34*  
Employment, Employee Change of Status, Out-of-Class Changes, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions
- ACTION**                      **7.1.4**    **Ratify Purchase Orders – August 16, 2008 to September 15, 2008** *Page 38*  
This report includes a list with selected details of all purchase orders for goods and services.

4:00 p.m.    **RECESS**

4:10 p.m.    **8.    INFORMATION ITEMS**

- 8.1    President/Superintendent’s Reports**  
*Dr. Jeff Marsee is President/Superintendent*
- 8.1.1    Accreditation – October 15, 2008 Progress Report**
- 8.1.2    Enrollment Status**
- 8.1.3    Enrollment Scholarship**
- 8.1.4    Del Norte and Mendocino Coast Education Centers**
- 8.1.5    Brief Informational Comments**
- 8.2    Organizational Reports**
- 8.2.1    Academic Senate** *Page 51*
- 8.2.2    Classified Report**
- 8.3    Student Representative Report – Roxanne Estela**

- 4:45 p.m.      **9.      LEARNING AND STUDENT DEVELOPMENT**  
*Dr. Keith Snow-Flamer is Vice President, Learning and Student Development*
- ACTION            **9.1      Adopt Resolution #622: Designating Mrs. Michelle Hancock as the Site Supervisor of the Child Development Center at College of the Redwoods and to Act as the Representative to the California Department of Social Services, Community Care Licensing *Page 53***
- The California Department of Social Services requires the board to approve and submit to the Licensing Agency administrative changes to the Child Development Center.
- ACTION            **9.2      Approve Curriculum Changes *Page 55***
- Approve new curriculum and revised curriculum as approved by the Academic Senate through September 12, 2008.
- 9.3      Brief Informational Comments**
- 4:55 p.m.      **10.     HUMAN RESOURCES**  
*Mr. Bill Studt is the Acting Vice President of Human Resources*
- ACTION            **10.1    Adjust the 2008-09 Academic Calendar *Page 57***
- The Academic Calendar is being amended to resolve the end date of Saturday classes and would necessitate the end date of Fall 2008 to be December 13, 2008.
- ACTION            **10.2    Adjust Collective Bargaining Agreement between Redwoods Community College District and California School Employees Association *Page 60***
- The 2008-09 Academic Calendar provides for Veteran’s Day to be observed on Monday, November 10, 2008. The CSEA contract provides for Veteran’s Day to be observed on Tuesday, November 11, 2008. The change in the contract will provide for Veteran’s Day to be observed on Monday, November 10, 2008.
- ACTION            **10.3    Ratify Memorandum of Understanding between College of the Redwoods Faculty Organization and Redwoods community College District *Page 62***
- This MOU will extend a previous MOU to provide 1.5 TLUs for the Addictions 17 and Sociology 38. Cost is estimated at \$3,200.

**ACTION**                    **10.4 Ratify Side Agreement between College of the Redwoods Faculty Organization and Redwoods Community College District** *Page 64*

This side agreement provides for emergency coverage of medical leave for a full-time faculty member. Estimated costs are \$3,400.

**ACTION**                    **10.5 Approve the Executive Salary Schedule** *Page 66*

The proposed salary schedule covers the positions of the Vice President, Administrative Services; the Vice President, Learning and Student Development; Dean, Del Norte Education Center; and Dean; Mendocino Coast Campus. Cost of proposal is a savings of \$4,941.

**10.6 Brief Informational Comments**

5:15 p.m.            **11. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**  
*Mr. Bill Studt is Acting Vice President, Human Resources*

**11.1 Facility Reports**

**11.1.1 Bond Project Status** *Page 71*

This monthly report keeps the trustees informed about the progress of the various building projects funded by both local and state bonds. The current and future project status is reported along with respective project budgets and expenses.

**ACTION**                    **11.2 Award Bid: Install Temporary Fencing around New Construction Project, Eureka Campus** *Page 74*

This project provides for temporary fencing to create a construction safety zone around the areas where two major construction projects will commence. Bids will be opened on September 30, 2008. Bid information will be provided prior to the October 7 meeting.

**11.3 Brief Informational Comments**



**14. RECONVENE TO CLOSED SESSION IF NECESSARY**

**14.1 Reconvene to Open Session**

**14.2 Report from Closed Session**

5:40 p.m. **15. ADJOURNMENT**

**NEXT MEETING**

November 4, 2008, 2:00 p.m.  
Eureka Campus Board Room (AD 201)  
7351 Tompkins Hill Road, Eureka, CA

**Public Notice—Nondiscrimination:**

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